



Job Announcement

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REPOST - PREVIOUS APPLICANTS NEED NOT RE-APPLY, WILL BE CONSIDERED

Opening Date:	March 27, 2014	Closing Date:	April 3, 2014
Job Title:	Recordation Clerk III	Position Type:	Regular Full Time
PIN:	059997	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Entry Salary:	J07 \$32,033 - \$52,374 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: Performs full level of work as a Recordation Clerk III. Reviews different types of Land Record documents to determine if recordable and taxable. Calculates fees and taxes due. Collects fees, validates through cash register system and balances register. Reconciles cash drawer daily and disburse receipts to the Accounting department. Indexes, verifies and edits data in database. Proofreads documents for errors and makes corrections if necessary. Assists customers on the phone and in person. Process documents rejected for recording. Resolves issues pertaining to recorded documents. Communicates with other state agencies regarding recording issues and laws. Performs all other duties as assigned.

Education: High School Diploma or GED.

Experience: Two (2) years of document-processing experience, one (1) year of which included the requirement for examining, reviewing, recording, verifying and indexing documents for recordation purposes and involved the requirement to interpret laws, rules and regulations, be familiar with court or legal terminology, and provide customer service at the Maryland Judiciary.

Skills/Abilities: Knowledge of proper format and codes for indexing. Skill in applying job-related terminology, codes, policies, procedures, rules, regulations and laws. Skill in examining legal property documents. Skill in communicating information effectively. Skill in analyzing records, reports and other business and financial documents. Ability to multi-task and set priorities. Ability to accurately calculate fees, taxes and penalties by using formulas, rates and percentages. Ability to make change and maintain a cash register drawer on a daily basis. Ability to operate a personal computer. Ability to provide excellent customer service. Ability to communicate verbally and in writing, in an effective manner. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, location and PIN. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Baltimore City
Room 412 Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: The Hon. Frank M. Conaway, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Reasonable accommodations upon advance request. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.